

## Privacy Notice for Grindleford and Eyam Playgroup

This notice explains what personal data (information) we hold about you, how we collect, how we use and may share information about you. We are required to give you this information under data protection law.

### Who are we?

Grindleford and Eyam Playgroup collects, uses and is responsible for certain personal information about you. When we do so we are regulated under the General Data Protection Regulation which applies across the European Union (including in the United Kingdom) and we are responsible as 'controller' of that personal information for the purposes of those laws.

### Information collected by us

To maintain our waiting list we collect the following personal information when you provide it to us:

- Personal information (such as name, date of birth, gender, home address and postcode)
- Parents/Carers Information (such as name, contact information)
- Attendance information (such as sessions attended)

### How we use your personal information

We use your personal information to register your families interest in attending the playgroup. Our admissions are based on criteria such as home address, date of birth and the sessions attended.

### How long your personal data will be kept

We will only hold onto your data for as long as we need to in order to fulfil the purpose it was originally collected for.

We will keep your application form until:

- the summer term following your application when we consider all applications for the following academic year; or
- we offer your child a place part way through the year; or
- you ask us to remove your child from the waiting list; or
- your child reaches compulsory school age.

### Reasons we can collect and use your personal information

With your consent we collect and use your personal information to register your families interest in attending the playgroup.

### Who we share your personal information with

We do not share your personal information.

### Your Rights

Under the GDPR you have rights which you can exercise free of charge which allow you to:

- Know what we are doing with your information and why we are doing it
- Ask to see what information we hold about you (Subject Access Request)
- Ask us to correct any mistakes in the information we hold about you
- Object to direct marketing
- Make a complaint to the Information Commissioners Office
- Withdraw consent (if applicable)

Depending on our reason for using your information you may also be entitled to:

- Ask us to delete information we hold about you
- Have your information transferred electronically to yourself or to another organisation
- Object to decisions being made that significantly affect you
- Object to how we are using your information
- Stop us using your information in certain ways

We will always seek to comply with your request however we may be required to hold or use your information to comply with legal duties. Please note: your request may delay or prevent us delivering a service to you.

For further information about your rights, including the circumstances in which they apply, see the guidance from the UK Information Commissioners Office (ICO) on individuals' rights under the General Data Protection Regulation.

If you would like to exercise a right, please contact Liz Tiplady (Chair of management committee).

### Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. A printed copy is made of an online applications which is then deleted from the Supervisor's mail box. The waiting list folder is kept in a locked cupboard on the playgroup premises.

We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

#### [Who to Contact and Where to go for Further Information](#)

Please contact Liz Tiplady (Chair Of management committee) to exercise any of your rights, or if you have a complaint about why your information has been collected, how it has been used or how long we have kept it for.

The General Data Protection Regulation also gives you right to lodge a complaint with a supervisory authority. The supervisory authority in the UK is the Information Commissioner who may be contacted at <https://ico.org.uk/concerns> or telephone 03031 231113.

#### [Changes to this notice](#)

We keep this notice under regular review, you will be notified of any changes where appropriate.